



Education and Local Government Interim Committee

63rd Montana Legislature

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HJR 2 Electronic Records Management (ERM) Work Group Agenda November 20, 2013 **Room 137**, State Capitol (times are approximate)

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| 1:30-1:45 | Welcome and introductions--please introduce yourself and indicate the agency or organization you are representing. If you were not at the October work group meeting, please respond briefly to the following question: <ul style="list-style-type: none">• What do you see as the biggest issue or top priority for your organization or constituency regarding ERM? |
| 1:45-2:30 | State Agency and Local Government ERM survey responses--Pad McCracken <ul style="list-style-type: none">• Review of the results, charts, and summary document• Work group comments on presentation to ELG on Dec. 2 |
| 2:30-3:15 | Examination of states with exemplary ERM <ul style="list-style-type: none">• Explanation of change in information gathering approach and proposal for further information gathering--Pad McCracken• Identification of states with exemplary ERM--Patti Borsberry and Jodie Foley• Reports on information gathered thus far• Work group comments |
| 3:15-3:45 | Presentations from agencies <ul style="list-style-type: none">• Montana Department of Transportation--Jeff Sillick• Montana Department of Environmental Quality--Cynthia Dingman• Montana Department of Revenue--Margaret Kauska• Questions/comments from the Work Group |
| 3:45-4:00 | Wrap-up; ELG on Dec. 2; next work group meeting Dec. 18; adjourn |

From HJR 2:

WHEREAS, Montana state government lacks enterprisewide policy, planning, and resources to properly archive, maintain, and access state and local government electronic records; and

WHEREAS, this lack of a framework for managing state and local government electronic records puts entities at risk of being unable to provide evidence to support the rule of law, support the accountability of government administration, detail interactions between the people of Montana and their government, and document the history and culture of Montana.

[An appropriate interim committee is designated to]:

(1) identify and examine strategies for identifying, classifying, managing, and preserving electronic records that have value;